

DURALEE FINE FURNITURE® ORDER CHECKLIST

All furniture orders must be mailed or faxed to:

DURALEE FINE FURNITURE®, INC.
647 HOPEWELL ROAD
MORGANTON, NC 28655

PHONE: 866.565.7731

FAX: 866.565.7732

- Calculate required yardage including width and repeat.
- Indicate your customer number on your purchase order.
- Indicate the ship to location with phone number and contact for the furniture products.
- Complete C.O.M. information is required including, source, pattern, color, yardage and application instructions for all fabrics, trims, cords, welts and leather.
- Use a photocopy of the C.O.M. tag enclosed for correct fabric identification at the factory.
- Order and pay for Duralee® and Highland Court® fabrics if you are a pro-forma account to Duralee Fabrics® in NY.
- Send a deposit with your furniture order to **Duralee Fine Furniture®** in Morganton, NC.
- Attach a cutting of the fabric to a hard copy and mail to the Morganton, NC address.
- Indicate your seat and back fill preference as either “Premium”, “Luxury”, “Natural Feather & Down”, or “Down & Feather” and price accordingly.
- Select a wood finish if applicable.
- Nail head size and finish.
- Indicate and price any upgrades or changes to the item.
- Apply any appropriate discount you have been given from the retail prices shown.
- Apply the appropriate freight charges you have been quoted.
- Supply mattress and boxspring dimensions, if applicable.
- Hardware selection, style, and finishes.
- Caster finish.
- Will your furniture fit into its new home?
- Familiarize yourself with “Fabric Backing” and “Shipping & Freight” in the “General Product Information” pages of this price book.

Orders cannot be entered into production without all the required information.